

Appendix C

State Court Administrative Office Mail Handling Procedures

Be on Alert for Suspicious Parcels

What constitutes a “suspicious parcel?”

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

1. Are unexpected or from someone unfamiliar to you.
2. Are addressed to someone no longer with your organization or are otherwise outdated.
3. Have no return address, or have one that can't be verified as legitimate.
4. Are of unusual weight, given their size, or are lopsided or oddly shaped.
5. Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
6. Have protruding wires, strange odors or stains.
7. Show a city or state in the postmark that doesn't match the return address.

What to do if you receive a suspicious parcel in the mail or if you receive an Anthrax threat by mail:

- Do not handle the mail piece or package suspected of contamination.
- Notify your supervisor, who will immediately contact the court's designated security coordinator.
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
- All persons who have touched the mail piece wash their hands with soap and water.
- If prescribed medication by medical personnel, take it until otherwise instructed or it runs out.
- If you have further questions, contact the Center for Disease Control Emergency Response at (770) 488-7100.

Court Security Coordinator Duties:

- Contact the local law enforcement agency.
- Notify the State Court Administrative Office.

NOTE: Local Law Enforcement will initiate the following steps:

- Notify local, county, and state health departments.
- Notify the county or state emergency management coordinator.
- Identify all persons who have touched the letter and/or envelope.
- Place all items worn when in contact with the suspected mail piece in plastic bags and keep them wherever you change your clothes and have them available for law enforcement agents.